



# Raleigh Fire Department Fire Prevention

[fireprevention@raleighnc.gov](mailto:fireprevention@raleighnc.gov)

## Tent Permit Application

- |                          |   |                      |
|--------------------------|---|----------------------|
| <input type="checkbox"/> | First Tent in Excess of 400 sq. ft.             | Permit Fee: \$83.00  |
| <input type="checkbox"/> | Each Air-Supported Temporary Membrane Structure | Permit Fee: \$83.00  |
| <input type="checkbox"/> | Each Additional Tent (at same time)             | Permit Fee: \$83.00  |
| <input type="checkbox"/> | Tent(s) in Excess of 15,000 sq. ft.             | Permit Fee: \$280.00 |

### Total Permit Amount Due

Note: Tent permit submittals shall be 10 business days in advance of the event.

Zoning approval for the tent is required if erected for more than 24 hours.

Tent site plans are required with this submittal and must accompany flame certificates for each.

Business Information	
Name of Event:	
Event Address/Location:	
Tent Company:	Phone & Fax:
Name of Location of Tent:	Type of Event:
Set-Up Date:	Event Date/Times:
Distance to Buildings:	Size of Tent/Canopy:
Electrical Contractor Name:	On-Site Tent Contact:
On-Site Event Contact:	Contractor Phone:
Desired Date For Inspection/Time:	
Payment for permits will be invoiced directly to the tent vendor	
<b>For Questions call:</b> City of Raleigh Office of the Fire Marshal 310 W. Martin Street, Suite 200 Raleigh, NC 27602 <b>Phone:</b> 919-996-6392 <a href="mailto:fireprevention@raleighnc.gov">fireprevention@raleighnc.gov</a>  An on-line request can be submitted with all supporting documentation for a tent permit. <a href="http://www.raleighnc.gov/FirePreventionRequest">Please go to: www.raleighnc.gov/FirePreventionRequest</a>	
<b>For obtaining permits located on state owned property contact:</b> NC Department of Administration State Construction, New Education Building 301 North Wilmington Street, Suite 450 Raleigh, NC 27601 <b>Phone:</b> 919-807-4100 <a href="http://www.nc-sco.com/documents/forms/Tent_Permit.pdf">http://www.nc-sco.com/documents/forms/Tent_Permit.pdf</a>	
Official Use Only	
Payment Received:	Check# <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
Date Received:	Received By:

See attached documentation for description of conditions that must be met prior to issuance of this permit.



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### TENT PERMIT PROCEDURES

The purpose of this procedure is to guide the customer through the application process. The attached "Procedural Checklist" serves as a sign-off sheet for the permit approval process.

#### WHEN IS A PERMIT REQUIRED?

If you are erecting a tent in excess of 400 square feet, or any air-supported structure, you must obtain a tent permit from the Fire Marshal's Office. You are required to submit construction documents including a detailed site and floor plan for tents, canopies, or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. This must be submitted TEN days prior to the event. If you have not already done so, you may use the "tents/canopy permit checklist" to prepare your plans.

#### DETERMINING WHO YOU NEED TO TALK TO:

If you are planning to put up a tent, or other temporary membrane structure, you will need to talk with various City departments. Zoning (919) 516-2555, Electrical Permit (919) 516-2150.

**STEP 1: (Zoning)** first, you will need to talk to a Zoning representative to determine if the tent/canopy or air-supported structure can be erected at the proposed location. If the Zoning Ordinance allows such temporary structure(s) to be erected at the proposed location, the Planning Department representative will sign off on the "Tent Procedural Checklist". If the Zoning Ordinance does not allow the temporary structure(s) to be erected at a given location, you will need to talk with a Planning Department representative about the possibility of obtaining a Use Permit, or you will need to consider relocating the temporary structure(s) to a site where the zoning is appropriate. All tents that will be erected for longer than one day require a zoning permit. The phone number for the zoning department is 919-516-2555.

**STEP 2: (Construction)** If, any electrical service is to be provided for the tent, you must use a licensed electrical contractor and obtain an electrical permit for installation. You will need to talk with a staff member in the electrical section. This requires field inspection and approval prior to the event. The fire department will not issue a tent/canopy permit without an electrical inspection. If there is no electrical service, mark the "No" box under the Electrical Permit section of the "Tent Procedural Checklist". Bleachers will be addressed at this step. You will need to submit engineered structural plans and calculations for bleachers.

**STEP 3: (Tent Permit and Plans Submittal)** each tent permit packet will be forwarded to a Deputy Fire Marshal who will be handling the issuance of your tent permit. He or she will review the submitted information and contact you if additional information is required. Once the submittal has been approved, the fire department will contact you to arrange for an on-site inspection. All applicable fees will be invoiced at the actual site inspection. Upon successful completion of the on-site inspection, the tent permit will be issued.



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## TENT PROCEDURAL CHECKLIST

Please indicate if application is for:	<input type="checkbox"/> Tent	<input type="checkbox"/> Air-Supported Structure
Applicants Name		
Applicants Address		
Applicants Phone #		
Address where erected		
<b>STEP 1: ZONING APPROVAL</b> <input type="checkbox"/> Approved (If erected more than 24 hours) Date: _____ Signature _____ Planning Department Representative		
<b>STEP 2: CONSTRUCTION PERMIT</b> Electrical: Is a temporary electrical service provided to the tent? (electrical permit required) <input type="checkbox"/> Yes <input type="checkbox"/> No Permit for Bleachers <input type="checkbox"/> Required Plans required for permit for bleachers.		
<b>STEP 3: TENT PERMIT</b> <input type="checkbox"/> Required <input type="checkbox"/> Not Applicable  If Required <input type="checkbox"/> Tent Permit Application Filled Out <input type="checkbox"/> Site Plan Attached <input type="checkbox"/> Safety Checklist Attached  <b>PLANS SUBMITTAL</b> <input type="checkbox"/> Tent Permit Packet Complete <input type="checkbox"/> All Fees Paid		

## Tent Vendor Information

Tent Company Name	
Corporate Name	
Web Site Address	
Mailing Address with Suite#	
City, State, Zip	
Business Phone #	
Business Fax #	
Other Phone #	
<b>Business Owners Name</b>	
e-mail	
Mobile Phone #	
<b>Company Manager Name</b>	
e-mail	
Mobile Phone#	



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### Tent Permit Checklist

<input type="checkbox"/>	Plans submitted and approved by Raleigh Office of the Fire Marshal. (Site Plan, Flame Certificates, seating plan)
<input type="checkbox"/>	Other Permits if applicable. (ex. Carnival/Fairs)
<input type="checkbox"/>	Adequate Fire Truck Access Provided. (Minimum 20ft. Fire Lane)
<input type="checkbox"/>	Proper Placement of Tent(s) from buildings, property lines, roadways.
<input type="checkbox"/>	Any tents with connecting corridors, exits provided on each end of the corridor.
<input type="checkbox"/>	Unobstructed 12ft. fire break provided from each tent, canopy, air-supported structure.
<input type="checkbox"/>	Adequately roped, braced and anchored to withstand weather and collapsing.
<input type="checkbox"/>	Proper number of exits provided based upon occupant load.
<input type="checkbox"/>	Occupant load determined by fire official and posted.
<input type="checkbox"/>	Exit doors shall swing in the direction of egress travel.
<input type="checkbox"/>	Aisle widths maintained.
<input type="checkbox"/>	Exit signs provided (two means of egress if greater than 300 occupants)
<input type="checkbox"/>	Emergency lighting provided for exits as required.
<input type="checkbox"/>	Fire retardant certificate(s) on tent, sides, and other materials required
<input type="checkbox"/>	Combustible materials (hay, pine-straw, etc.) prohibited.
<input type="checkbox"/>	No smoking permitted in tents/canopies or membrane structures. Approved "No Smoking" signs posted.
<input type="checkbox"/>	No open flame devices, flammable/comb. Liquids, gas, charcoal within 20 feet.
<input type="checkbox"/>	Adequate Fire Extinguishers (min. 2A:10BC extinguishers required for 400-1000 square feet, provide one additional extinguishers for each 2000 square feet)
<input type="checkbox"/>	Approved heating/cooking equipment. Approved use of Butanes for warming foods.
<input type="checkbox"/>	Heating/cooking equipment 10' of exits/combustibles
<input type="checkbox"/>	Cooking tents separated by 20 feet.
<input type="checkbox"/>	Outdoor cooking not within 20 feet.
<input type="checkbox"/>	Approved LP Gas cooking equipment
<input type="checkbox"/>	LP Gas containers 500 gal. or less minimum 10ft. from tent/structure.
<input type="checkbox"/>	LP Gas containers >500 gal. Minimum 25ft. from tent/structure.
<input type="checkbox"/>	Methods to prevent tampering and unauthorized movement of LP Gas containers, piping and valves.
<input type="checkbox"/>	No flammable liquids equipment in tents, unless properly permitted by fire official.
<input type="checkbox"/>	Flammable liquids stored 50 feet from tents.
<input type="checkbox"/>	No refueling within 20 feet of tents.
<input type="checkbox"/>	Generators separated from tents by 20 feet.
<input type="checkbox"/>	Firewatch – Standby personnel required by the fire official.
<input type="checkbox"/>	Combustible vegetation removed from within 30 feet.
<input type="checkbox"/>	Floor and area within 30ft. clear of combustible waste.
	<b>VEHICLES ON DISPLAY – SPECIAL PERMIT</b>
<input type="checkbox"/>	Batteries disconnected
<input type="checkbox"/>	No fueling or refueling inside tent structure. No Fuel System Leaks
<input type="checkbox"/>	Maximum fuel tank level ¾ of tank capacity or 5 gallons whichever is less.
<input type="checkbox"/>	Tank openings locked and sealed.
<input type="checkbox"/>	Vehicles do not obstruct the means of egress.
<input type="checkbox"/>	CNG or LP-Gas vehicles inside assembly?
	<b>AIR-SUPPORTED STRUCTURES</b>
<input type="checkbox"/>	Approved method of anchoring.
<input type="checkbox"/>	Minimum of 2 blowers provided and maintained.
<input type="checkbox"/>	Auxiliary power for assembly use >200 occupants.